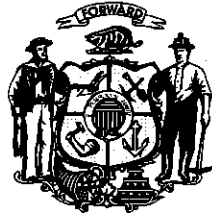


**STATE OF WISCONSIN**  
**PUBLIC RECORDS BOARD**

**SCOTT WALKER**  
GOVERNOR

**MATT BLESSING**  
BOARD CHAIR

**LINDA BARTH**  
EXECUTIVE SECRETARY



4622 University Ave., 10A  
Madison, WI 53705

Telephone  
608 / 267-7693

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**Public Records Board**  
**June 11, 2018**  
**1:00pm – 3:30pm**  
**Legislative Audit Bureau**  
**Cattanach Training Room, 4th Floor**  
**22 East Mifflin Street**  
**Madison, WI 53703**

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1. Call to Order (Blessing)
2. Approval of March 12, 2018 Minutes \*
3. Comments from Chair (Blessing) – WHS Digitization Projects including Google and Ancestry.
4. Committee Reports
  - a. Records Management Committee (Ferguson) \*
    - i. Review of Records Retention Disposition Authorizations (RDAs) on Second Quarter 2018 Public Records Board (PRB) Record Series Index  
(<http://publicrecordsboard.wi.gov/docview.asp?docid=28564&locid=165>)
      - 209 RDAs from 12 state agencies
      - 46 RDAs from 3 counties and local governments
      - 45 RDAs from the University of Wisconsin
      - 0 RDAs from the General Records Schedules
  - b. Operations and Training Advisory Committee Report (Barth) – Linda Barth will provide an update on the Committee's current initiatives.
  - c. Policy and Governance Committee (Blessing) – Matt Blessing will overview current topics the Committee are examining.
    - i. Update on the municipal records schedule
    - ii. Draft language regarding records transition from paper to electronic format
5. Adjourn

\* Items scheduled for Board action. The Board may also take action on other agenda items as appropriate.

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		

<b>192-WI ECONOMIC DEV CORP</b>					
/4300/	INTERNATIONAL DEVELOPMENT				
1	00001000.	TRADE VENTURE / MISSION FILES	Renewal	EVT+10	SHSW

<b>255-PUBLIC INSTRUCTION</b>					
2	00256000.	SCHOOL AND DISTRICT REPORT CARDS DOWNLOAD FILES	New	EVT+10	SHSW
3	00257000.	SCHOOL AND DISTRICT REPORT CARDS ADMINISTRATIVE RECORDS	New	EVT+5	DEST
/100/	LIBRARIES AND TECHNOLOGY				
4	00254000.	PUBLIC LIBRARY SYSTEM REDESIGN PROJECT	New	EVT+7	SHSW
/200/	STUDENT AND SCHOOL SUCCESS				
5	00208000.	SCHOOLS OF RECOGNITION	Amendment	CR+5	DEST
6	00209000.	MIGRANT EDUCATION PROGRAM FILES & STUDENT RECORDS	Amendment	CR+10	DEST
7	00210000.	MIGRANT EDUCATION PROGRAM SERVICE MODEL RECORDS	Amendment	CR+5	SHSW

<b>285F-UW OSHKOSH</b>					
8	00114000.	LIVING HEALTHY COMMUNITY CLINIC PATIENT FILES	New	EVT+10	DEST
		Retention and confidential citation revised			

<b>285J-UW RIVER FALLS</b>					
9	00019000	WISCONSIN CITATION AND COMPLAINT (NON TRAFFIC)	Amendment	EVT+20	DEST
10	00022000	FOUND PROPERTY FORM	Renewal	EVT+3	DEST
		PII response revised.			

<b>285K-UW STEVENS POINT</b>					
11	00100000.	EVENTS MANAGEMENT RESERVATION DOCUMENTATION	Amendment	FIS+2	DEST

<b>285P-UW HOSPITALS &amp; CLINICS</b>					
/514601/	NEUROPSYCHOLOGY				
12	00663000.	PATIENT FILES	Amendment	CR+20	DEST

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
<b>285W-UW SYSTEM ADMINISTRATION</b>					
13	UWLIB107.	LIBRARY BUDGET RECORDS	Renewal	FIS+6	DEST
14	UWLIB109.	LIBRARY ELECTRONIC EQUIPMENT RECORDS	Renewal	EVT+2	DEST
15	UWLIB110.	PATRON (NON-FACULTY/STAFF) REQUESTS	Renewal	CR+2 WKS	DEST
16	UWLIB111.	DEACCESSION RECORDS (LIBRARY)	Renewal	EVT+10	DEST
17	UWLIB112.	DONOR FILES (LIBRARY)	Renewal	EVT+10	DEST
18	UWLIB113.	OBJECT COLLECTION MANAGEMENT RECORDS	Amendment	PERM	PERM
19	UWLIB114.	ANNUAL RESEARCHER REGISTRATION RECORDS	Renewal	FIS+10	DEST
20	UWLIB115.	DAILY RESEARCHER REGISTRATION RECORDS	Renewal	FIS+10	DEST
21	UWLIB116.	ANNUAL STATISTICAL RECORDS AND REPORTS (SPECIAL COLLECTIONS)	Renewal	FIS+10	DEST
22	UWLIB117.	CIRCULATION RECORDS (SPECIAL COLLECTIONS)	Amendment	FIS+10	DEST
23	UWLIB118.	INTERLENDING RECORDS (SPECIAL COLLECTIONS)	Amendment	FIS+10	DEST
24	UWLIB119.	REFERENCE/RESEARCH REQUESTS & RESPONSES	Renewal	FIS+1	DEST
25	UWLIB120.	DONOR FILES	Amendment	PERM	PERM
		<b>Description revised.</b>			
26	UWLIB121.	ACCESSION, DEACCESSION, AND PROCESSING RECORDS (SPECIAL COLLECTIONS)	Amendment	PERM	PERM
27	UWLIB122.	CIRCULATION RECORDS	Amendment	EVT+1	DEST
		<b>Event revised.</b>			
28	UWLIB124.	PATRON CIRCULATION CORRESPONDENCE	Renewal	EVT+1	DEST
29	UWLIB125.	FEE RECOVERY RECORDS	Renewal	EVT+6	DEST
		<b>Description revised.</b>			
30	UWLIB126.	PATRON REGISTRATION FORM/USER AGREEMENTS (LIBRARY)	Renewal	EVT+2 WKS	DEST
31	UWLIB127.	SEARCH/HOLD / RETRIEVAL REQUESTS	Renewal	EVT	DEST
32	UWLIB128.	RESOLVED SEARCH LISTS	Renewal	EVT+1	DEST
33	UWLIB129.	STACK MANAGEMENT RECORDS	Renewal	EVT	DEST
34	UWLIB130.	INTERLENDING RECORDS	Amendment	EVT+1	DEST
35	UWLIB133.	PATRON INFORMATION UPDATE RECORDS	Renewal	CR+2 WKS	DEST
36	UWLIB135.	LIBRARY WEBSITE	Renewal	EVT+2 WKS	UW-TRANS
		<b>Retention revised.</b>			
37	UWLI137A.	PROGRAMMING AND EVENTS FILES - EXTERNAL COMMUNICATIONS	New	EVT+1	UW-TRANS
		<b>Description revised.</b>			

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Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
38	UWLI137B.	PROGRAMMING AND EVENTS FILES - ADMINISTRATIVE RECORDS	New	EVT+1	DEST
		<b>Description revised.</b>			
39	UWLIB138.	REFERENCE QUESTIONS AND TABULATIONS (LIBRARY)	Amendment	EVT+6 MOS	DEST
40	UWLIB139.	INFORMATION LITERACY INSTRUCTION STATISTICS	Renewal	EVT+1	DEST
41	UWLIB140.	LIBRARY INSTRUCTIONAL MATERIALS	Renewal	EVT+6 MOS	DEST
42	UWLIB142.	SECURITY RECORDS	Amendment	EVT+3	DEST
43	UWLIB143.	INCIDENT REPORT RECORDS (NON-INJURY)	Amendment	EVT+1	DEST
44	UWLIB144.	PATRON DISCIPLINARY FILES	Amendment	EVT+3	DEST
45	UWLIB145.	PATRON RECORD	New	EVT+3	DEST
46	UWLIB146.	LIBRARY BIBLIOGRAPHIC RECORD	New	EVT	DEST
47	UWLIB147.	ANALYTICS RECORDS	New	EVT+10	DEST
48	UWLIB148.	CONSERVATION TREATMENT RECORDS	New	PERM	PERM
49	UWLIB149.	MUSEUM & GALLERY LOAN RECORDS - SHORT TERM	New	EVT+5	DEST
50	UWLI149B.	MUSEUM & GALLERY LOAN RECORDS - PERMANENT	New	PERM	PERM
		<b>Withdrawn by Agency</b>			
51	UWLIB150.	EXHIBITION RECORDS - SHORT TERM	New	EVT+5	DEST
52	UWLI150B.	EXHIBITION RECORDS - PERMANENT	New	PERM	PERM
		<b>Withdrawn by Agency</b>			

370-NATURAL RESOURCES					
/022/	AIR MANAGEMENT				
53	01177000.	WIS. STAT. § 285.81(4) CHALLENGE AND JUDICIAL REVIEW DOCUMENTS	New	EVT+10	DEST
		<b>Confidential / Access Protected citation revised.</b>			
54	01178000.	COMPLAINTS	New	EVT+10	DEST
		<b>Description and Confidential / Access Protected citation revised.</b>			
55	01179000.	COMPLIANCE DEMONSTRATION	New	EVT+5	DEST
		<b>Description and event revised.</b>			
56	01180000.	COMPLIANCE DEMONSTRATION	New	EVT+10	DEST
57	01181000.	APPLICABILITY DETERMINATION	New	EVT+5	DEST
		<b>Description and event revised.</b>			
58	01182000.	APPLICABILITY DETERMINATION	New	EVT+10	DEST
59	01183000.	INSPECTION DOCUMENTS	New	EVT+5	DEST
		<b>Description and event revised.</b>			
60	01184000.	INSPECTION DOCUMENTS	New	EVT+20	DEST

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Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
61	01185000.	ENFORCEMENT (AIR FILES)	New	EVT+5	DEST
		<b>Description and event revised.</b>			
62	01186000.	ENFORCEMENT (AIR FILES)	New	EVT+10	DEST
63	01187000.	ENVIRONMENTAL PROTECTION AGENCY (EPA) COMPLIANCE AND ENFORCEMENT	New	EVT+5	DEST
		<b>Description and event revised.</b>			
64	01188000.	ENVIRONMENTAL PROTECTION AGENCY (EPA) COMPLIANCE AND ENFORCEMENT	New	EVT+10	DEST
65	01189000.	PREVENTION OF SIGNIFICANT DETERIORATION (PSD) SOURCE OBLIGATION RECORDS	New	EVT+15	DEST
		<b>Description revised.</b>			
66	01190000.	ANNUAL WIS. ADMIN. CODE CH. NR 438 INVENTORIES	New	EVT+20	DEST
/030/	LAW ENFORCEMENT				
67	00003000.	RECREATIONAL SAFETY COURSE INFORMATION	Amendment	EVT+6	DEST
68	00007000.	INVESTIGATIVE TEAM CASE FILES	Amendment	EVT+6	SHSW
		<b>Description revised and disposition changed.</b>			
69	00037000.	COMPLIANCE ORDERS & REFERRALS - CRIMINAL AND CIVIL ENVIRONMENTAL ENFORCEMENT CASES	Amendment	EVT+10	DEST
70	00055000.	DNR SEIZURE, CONFISCATION AND SALES CASE FILES	Amendment	EVT+6	DEST
		<b>Event revised.</b>			
71	00097000.	DESIGNATED MOORING AREA (DMA) CASE FILES	Renewal	EVT+30	SHSW
72	00103000.	LOCAL ORDINANCE & WATERWAY MARKER PERMIT CASE FILES	Renewal	PERM	PERM
73	00146000.	CITATIONS & ARRESTS	Amendment	EVT+6	DEST
		<b>Description revised.</b>			
74	00147000.	ACCIDENT REPORTS - RECREATIONAL SAFETY PROGRAMS	Amendment	CR+6	DEST
75	00147B00.	ANNUAL ACCIDENT REPORT	Amendment	CR+25	DEST
76	00148000.	ENVIRONMENTAL CIVIL AND CRIMINAL INVESTIGATION CASE FILES	Amendment	EVT+10	DEST
		<b>Disposition changed.</b>			
77	00312000	LE OFFICER RECRUITMENT CASE FILES - HIRED	Renewal	EVT+5	DEST
78	00312A00	LE OFFICER BACKGROUND INVESTIGATION CASE FILES - NOT HIRED	Renewal	EVT+3	DEST
		<b>Description revised.</b>			
79	00314000.	TRAINING: EXAMS, ROSTERS AND SCORE SHEETS	Renewal	EVT	DEST
80	00315000	LE OFFICER RECRUIT TRAINING CASE FILES	Amendment	EVT+2	DEST
81	00316000.	LE (WARDEN) INTERNSHIP CASE FILES	Amendment	EVT+5	DEST

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Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		

82	00901000.	NOTICE OF INTENT TO PATROL	Amendment	EVT+2	DEST
83	00902000.	MUNICIPAL BOAT / SNOW / ATV PATROLS	Amendment	EVT+5	DEST
84	00904000.	LAW ENFORCEMENT & 6 MONTH ACTIVITY REPORTS	Amendment	CR+6	DEST
		<b>Description revised.</b>			
85	00905000.	LAW ENFORCEMENT CASE ACTIVITY REPORTS	Amendment	CR+6	DEST
		<b>Description revised.</b>			
86	00906000.	INCIDENT REPORTS	Amendment	EVT+3	DEST
87	00907000.	DNR HOTLINE REPORTS	Renewal	CR+25	DEST
88	00908000.	WARDEN AUDIT REPORTS	Renewal	CR+3	DEST
89	00909000.	WHOLESALE FISH DEALER AND COMMERCIAL FISHERS ANNUAL INVENTORY REPORT	Amendment	CR+6	DEST
90	00910000.	FOREIGN LAKE TROUT INVOICES & BILL OF LADING	Amendment	CR+6	DEST
91	00911000.	COMMERCIAL FISH ACTIVITY REPORT	Amendment	EVT+6	DEST
		<b>Description revised.</b>			
92	01191000	LAW ENFORCEMENT EVIDENTIARY MEDIA	New	CR+6	DEST
		<b>Event and retention changed.</b>			
93	01192000	LAW ENFORCEMENT NON-EVIDENTIARY MEDIA	New	CR+120 DAYS	DEST

<b>395-TRANSPORTATION</b>					
94	00010000.	TRAFFIC SIGNAL & ELECTRICAL PERMITS AND REPORTS	Amendment	EVT+4	DEST
95	00235000.	EMERGENCY TRAFFIC OPERATIONS (ETO) EVACUATION PLANS, REPORTS AND GUIDANCE	Amendment	EVT+3	DEST
96	00236000.	TRAFFIC CONTROL PLANS	Amendment	EVT+2	DEST
97	00237000.	SPECIAL TRAFFIC STUDY PROJECT REPORTS	Amendment	EVT+2	SHSW
98	00238000.	TRAFFIC DECLARATIONS	Amendment	EVT+10	DEST
99	00239000.	TRAFFIC IMPACT ANALYSIS (TIA) FILES - APPROVED AND DENIED TIA'S	Amendment	EVT+10	DEST
100	00241000.	HIGHWAY LIGHTING PLANS - PLAN SPECIFICATIONS & ESTIMATES (PS&E)	Amendment	EVT+3	DEST
101	00242000.	FLASHING BEACON PLANS	Amendment	EVT+3	DEST
102	00243000.	SIGNAL INVESTIGATION REQUEST, STUDY AND DECISION - APPROVED AND DENIED FILES	Amendment	EVT+3	DEST
103	00244000.	PERMANENT TRAFFIC SIGNAL PLAN FILES	Amendment	EVT+7	DEST
104	00245000.	TEMPORARY TRAFFIC SIGNAL PLAN FILES	Amendment	EVT+7	DEST
105	00246000.	GENERATOR AND GUIDANCE SIGNAGE REQUESTS & TRAFFIC MAINTENANCE AGREEMENTS (TMAS)	Amendment	EVT+5	DEST

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Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
106	00247000.	SERVICES SPECIFIC INFORMATION SIGNS (SIS) RENTAL AGREEMENTS	Amendment	EVT+10	DEST
107	00248000.	SERVICES SPECIFIC INFORMATION SIGNS (SIS) MASTER INVENTORY DATA	Amendment	EVT+10	DEST
108	00249000.	SERVICES SPECIFIC INFORMATION SIGNS (SIS) INVENTORY REPORTS	Amendment	EVT+10	DEST
109	00250A00.	QUALIFIED SIGN MANUFACTURERS LIST	Amendment	EVT+1	DEST
110	00251000.	TOURIST ORIENTED DIRECTIONAL SIGN (TODS) APPLICATIONS / PERMIT FILES	Amendment	EVT+10	DEST
111	00251A00.	TODS INVENTORY LISTING	Amendment	EVT+10	DEST
		<b>Description revised.</b>			
112	00252000.	TRAFFIC ASSET MANAGEMENT INVENTORY MASTER DATA	Amendment	EVT+7	DEST
113	00253000.	SIGN PLATE CADD DRAWINGS	Amendment	EVT	DEST
114	00255000.	ADVANCED TRANSPORTATION MANAGEMENT SYSTEM (ATMS) TRAVEL TIME LOGS	Amendment	EVT+10	DEST
		<b>Event and retention changed.</b>			
115	00255A00.	ATMS CAMERA IMAGES	Amendment	EVT	DEST
116	00255B00.	ATMS LANE DETECTOR DATA	Amendment	EVT+20	DEST
117	00255C00.	ATMS CLOSED CIRCUIT VIDEO NON-INCIDENT RECORDINGS	Amendment	EVT+3 DAYS	DEST
118	00255E00.	ATMS CLOSED CIRCUIT CAPTURED INCIDENTS / EVENTS VIDEO RECORDS	New	EVT+120 DAYS	DEST
119	00256000.	LANE AND RAMP CLOSURE REQUEST DATA	Amendment	EVT+20	DEST
120	00257000.	STATEWIDE INCIDENT NOTIFICATION PROCESS (SINP) INCIDENT DATA AND REPORTING SYSTEM	Amendment	EVT+3	DEST
121	00257B00.	STATEWIDE INCIDENT NOTIFICATION PROCESS (SINP) INCIDENT MONTHLY AND QUARTERLY REPORTS AND SINP ANNUAL PERFORMANCE REPORTS	Amendment	EVT+3	DEST
122	00900000.	PERMITS ISSUED FOR HIGHWAY LIGHTING	New	EVT+4	DEST
123	00901000.	TRANSPORTATION MANAGEMENT PLANS (TMP)	New	EVT+20	DEST
/012/	OFFICE OF PUBLIC AFFAIRS				
124	00039000.	INTERNAL COMMUNICATIONS RECORDS	Amendment	EVT+3	DEST
125	00365000.	EXTERNAL COMMUNICATIONS	Amendment	EVT+3	SHSW
126	00820000.	EVENT BRIEFS	New	EVT+1	SHSW
127	00821000.	PHOTOGRAPH, VIDEO, AUDIO AND/OR INTERVIEW RELEASE AUTHORIZATION	New	EVT+3	DEST
128	00822000.	AUDIO VISUAL MATERIALS	New	EVT+3	DEST
		<b>Disposition changed.</b>			
/038/	DTIM - LOCAL ROADS & FINANCE				
129	00604000.	SURFACE TRANSPORTATION PROGRAMS (STP) APPROVED PROJECT FILES	Amendment	EVT+6	DEST
130	00605000.	CMAQ APPROVED PROJECT FILES	Amendment	EVT+6	DEST

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
131	00606000.	LOCAL ROADS TRANSPORTATION AIDS PROGRAM RECORDS	Amendment	EVT+8	DEST
		Event revised.			
132	00725000.	CMAQ PROGRAM REJECTED PROJECT APPLICATIONS	New	EVT+4	DEST
133	00726000.	CMAQ CYCLE SOLICITATION AND GUIDANCE DOCUMENTS	New	EVT+19	DEST
134	00727000.	PROGRAM TRACKING DOCUMENTS	New	EVT+2	DEST
135	00730000.	STP PROGRAMS REJECTED PROJECT APPLICATIONS	New	EVT+4	DEST
136	00731000.	STP PROGRAMS CYCLE SOLICITATION AND GUIDANCE DOCUMENTS	New	EVT+19	DEST
137	00732000.	PROGRAM TRACKING DOCUMENTS	New	EVT+2	DEST
138	00735000.	LOCAL BRIDGE PROGRAM APPROVED PROJECT FILES	New	EVT+6	DEST
139	00736000.	LOCAL BRIDGE PROGRAM REJECTED PROJECT APPLICATIONS	New	EVT+4	DEST
140	00737000.	LOCAL BRIDGE PROGRAM CYCLE SOLICITATION AND GUIDANCE DOCUMENTS	New	EVT+19	DEST
141	00738000.	PROGRAM TRACKING DOCUMENTS	New	EVT+2	DEST
/140/	DMV - DEALER LICENSING				
142	00211000.	VEHICLE DEALER LICENSING RECORDS	Amendment	EVT+7	DEST
143	00212000.	DEALER COMPLAINT FILES	Amendment	EVT+7	DEST
144	00214000.	DEALER LICENSING ACTION HEARING RECORDS	Amendment	EVT+7	DEST
145	00870000.	MOTORIST INSPECTION & MAINTENANCE NONCOMPLIANCE RECORDS	New	EVT+5	DEST
		Event revised.			
146	00871000.	TECHNICAL ASSISTANCE CENTER (TAC) RECORDS	New	EVT+5	DEST
147	00872000.	PRIVATE INSPECTION FACILITIES AUDIT RECORDS	New	EVT+5	DEST
148	00873000.	PIF AND TAC FACILITIES LISTS	New	EVT+5	DEST
149	00880000.	CONSUMER BOND CLAIM FILES	New	EVT+7	DEST
150	00881000.	ELECTRONIC LIEN TITLE (ELT) PARTICIPANTS FILE	New	EVT+2	DEST
151	00882000.	THIRD PARTY PROGRAM RECORDS	New	EVT+2	DEST
152	00883000.	LEMON LAW PROGRAM CASE FILES	New	EVT+3	DEST
153	00884000.	LEMON LAW MANUFACTURE'S ARBITRATION CERTIFICATION FILES	New	EVT+3	DEST
/231/	DMV - QUALIFICATIONS & ISSUANCE		New		
154	00850000.	DRIVER TRAINING SCHOOL (DTS) PROGRAM	New	EVT+4	DEST
155	00851000.	REQUESTS FOR DRIVER RECORDS	New	EVT+5	DEST
156	00852000.	SPONSORSHIP WITHDRAWAL FORMS (FOR MINOR CHILD)	New	EVT+3	DEST
157	00853000.	INSTRUCTOR CERTIFICATION FOR TRAFFIC SAFETY SCHOOL, GROUP DYNAMICS AND MULTIPLE OFFENDER PROGRAM	New	EVT+5	DEST
158	00854000.	BUSINESSES DRIVER INFORMATION ACCOUNT CONTRACTS	New	EVT+5	DEST



Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		

159	00855000.	FEDERAL MEDICAL CARDS	New	EVT	DEST
160	00856000.	SCHOOL BUS "S" ENDORSEMENT DENIAL RECORDS	New	EVT+6 MOS	DEST
161	00857000.	DRIVER LICENSE / ID CARD RECEIPTS	New	EVT+30 DAYS	DEST
162	00858000.	IDENTIFICATION CARD PETITION PROCESS (IDPP) RECORDS	New	EVT+10	DEST
/300/	STATE PATROL				
163	00375000.	VEHICLE INSPECTION RECORDS	Amendment	EVT+3	DEST
164	00504000.	SALVAGE VEHICLE RECORDS	Amendment	EVT+3	DEST
165	00528000.	STATE SCALE VEHICLE WEIGHT & SIZE RECORDS	Amendment	EVT+3	DEST

<b>435-HEALTH SERVICES</b>					
/105/	DPH- LOCAL HEALTH SUPPORT & EMERGENCY MEDICAL SERVICES				
166	00231000.	EMERGENCY MEDICAL SERVICE APPLICATION	Amendment	EVT+5	DEST
/403/	OFFICE OF THE INSPECTOR GENERAL				
167	00404000.	MEDICAL ASSISTANCE CASE INVESTIGATION MATERIAL	Amendment	EVT+7	DEST
/640/	DQA -- DIVISION OF QUALITY ASSURANCE				
168	001086B0.	CAREGIVER MISCONDUCT INCIDENT REPORTS-UNSUBSTANTIATED ALLEGATIONS OF MISCONDUCT	Amendment	EVT+10	DEST
169	00788000.	WISCONSIN NURSE AIDE AND FEEDING ASSISTANT TRAINING PROGRAMS - FILES	Amendment	EVT+3	DEST
170	00788A00.	WISCONSIN NURSE AIDE AND FEEDING ASSISTANT TRAINING PROGRAMS - PRIMARY INSTRUCTOR FILES	Amendment	EVT+5	DEST
/641/	DQA -- CAREGIVER QUALITY				
171	001086C0.	CAREGIVER MISCONDUCT INCIDENT REPORTS-SUBSTANTIATED FINDING OF MISCONDUCT	Amendment	EVT+25	DEST
/821/	ENTERPRISE SERVICES				
172	01092000.	BILLING AND COLLECTION CLOSED CASE TRACKING FILES	Amendment	EVT+10	DEST

<b>437-CHILDREN &amp; FAMILIES</b>					
173	00317000.	ADMINISTRATOR AND POLICY MEMOS AND PROGRAM POLICY MANUALS	Amendment	EVT+10	SHSW
174	00682000.	LICENSING FILES -- APPROVED FACILITIES	Amendment	EVT+6	DEST
/100/	OFFICE OF THE SECRETARY				
175	00198000.	PRESS RELEASE / NEWS RELEASE / MEDIA ADVISORY / SOCIAL MEDIA	Amendment	EVT+1	SHSW

Agency Name and #						
Division #	Division Name			Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)			
<b>445-WORKFORCE DEVELOPMENT</b>						
176	00500000.	EXTERNAL POLICY / PROCEDURES / STANDARDS	New	EVT+7	SHSW	
/730/	BWITS					
177	00346000.	QCEW EXTRACTS - FILE / DATA EXCHANGE	Renewal	EVT	DEST	
178	00346A00.	QCEW EXTRACTS - MAINFRAME GENERATION DATA GROUPS (GDG)	Renewal	CR+6 MOS	DEST	
179	00346B00.	QCEW MULTIPLE WORKSITE REPORTS	Renewal	CR+2 QTRS	DEST	
180	00346D00.	QCEW ANNUAL RE-FILING SURVEY (ARS) - PAPER AND ELECTRONIC	Renewal	EVT+3	DEST	
		<b>Event Revised.</b>				
181	00346F00.	QCEW HISTORY EMPLOYEE WAGE DATA DETAIL FILE (NAICS) - MAINFRAME AND WEB	Renewal	CR+10	DEST	
182	00346H00.	QCEW UI / LMI REPORTS	Renewal	CR+3	DEST	
183	00346I00.	STANDARD NAME AND ADDRESS PRODUCT (SNAP)	Renewal	CR+13 MOS	DEST	
		<b>Withdrawn by Agency</b>				
184	00346J00.	LONGITUDINAL EMPLOYER-HOUSEHOLD DYNAMICS (LEHD)	Renewal	CR+11	SHSW	
185	00346K00.	QCEW OFFICIAL PUBLISHED OUTPUT	Renewal	CR+25	SHSW	
186	00347C00.	AUTOMATED CURRENT EMPLOYMENT STATISTICS (ACES) ACESWEB	Renewal	EVT+3	DEST	
187	00347D00.	CES REPORTS	Renewal	EVT+3	DEST	
188	00348000.	LAUS DETAIL FILES / INPUT FILES	Renewal	CR+3	DEST	
189	00348A00.	LAUS REPORTS AND FINAL PRODUCTS	Renewal	CR+3	DEST	
190	00348E00.	LAUS FOLDERS	Renewal	CR+3	DEST	
191	00348F00.	LAUS ANNUAL PROCESSING	Renewal	CR+3	DEST	
192	00348G00.	LAUS MONTHLY PROCESSES	Renewal	CR+3	DEST	
193	00349000.	OES CENTRAL OFFICE COLLECTIONS (COC)	Renewal	CR+4	DEST	
194	00349A00.	OES SPAM (SURVEY PROCESSING AND MANAGEMENT) APPLICATION RECORDS	Renewal	EVT	DEST	
195	00349C00.	OES MASTER FILE	Renewal	CR+4	DEST	
196	00349D00.	OES SURVEY DATA COLLECTION	Renewal	CR+4	DEST	
197	00421000.	LEHD WAGE FILE CREATION	Renewal	CR+3	DEST	
		<b>Confidential / Access Protected citations revised.</b>				
198	00421A00.	LEHD EQUI FILE CREATION	Renewal	CR+3	DEST	
		<b>Confidential / Access Protected citations revised.</b>				
199	00473000.	LEWIS ESTIMATES, BLS PUBLICATION FILES AND MICRODATA FILES	Renewal	CR+25	SHSW	
200	00474000.	TARGETED EMPLOYMENT AREA (TEA) CERTIFICATION LETTERS	Renewal	EVT	DEST	

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
/760/	JOB SERVICE				
201	00417000.	CASE FILE FOR EACH EMPLOYER	Amendment	EVT+5	SHSW
202	00418000.	FOREIGN LABOR CERTIFICATION QUARTERLY ACTIVITY REPORT (FORM ETA-9127)	Renewal	CR+10	DEST
203	00419000.	STATEWIDE PREVAILING WAGE SURVEYS AND PREVAILING PRACTICE SURVEYS	Amendment	EVT+10	DEST
204	00445000.	COMPLAINTS	Amendment	EVT+5	SHSW
205	00446000.	MONITORING ACTIVITIES	Amendment	EVT+5	SHSW
206	00447000.	US DOL QUARTERLY LEARS REPORT, ETA-5148	Amendment	CR+10	DEST
207	00448000.	FIELD CHECKS	Amendment	CR+5	DEST
208	00449000.	OUTREACH ACTIVITIES	Amendment	EVT+5	DEST
		<b>Event Revised.</b>			
209	00450000.	REFERRALS OF POSSIBLE VIOLATIONS	Amendment	EVT+5	DEST
210	00452000.	TECHNICAL ASSISTANCE MATERIALS	Amendment	EVT	DEST
211	00453000.	MIGRANT LABOR CONTRACTORS	Amendment	EVT+10	DEST
212	00454000.	NON-STANDARD MIGRANT LABOR WORKER AGREEMENT / CONTRACT - APPROVED	Amendment	EVT+10	DEST
213	00455000.	NON-STANDARD MIGRANT LABOR WORKER AGREEMENT / CONTRACT - NOT APPROVED	Amendment	EVT+2	DEST
214	00456000.	APPLICATION FOR PERMIT TO OPERATE A MIGRANT LABOR CAMP	Amendment	EVT+2	SHSW
215	00457000.	MIGRANT LABOR CAMPS	Amendment	EVT+10	DEST
216	00458000.	PAYROLL REVIEW INSPECTION REPORT AND ORDERS	Amendment	EVT+10	DEST
217	00459000.	VARIANCES - APPROVED	Amendment	EVT+10	SHSW
218	00460000.	VARIANCES - NOT APPROVED	Amendment	EVT+2	DEST
219	00461000.	FIELD SANITATION INSPECTION REPORT AND ORDERS	Amendment	EVT+10	SHSW
220	00462000.	PROVISION OF INFORMATION TO THE COUNCIL ON MIGRANT LABOR	Amendment	EVT+10	SHSW
221	00498000.	ACT FINAL REPORT	New	CR+5	DEST
		<b>Personally Identifiable Information response changed.</b>			
222	00499000.	WORKKEYS ANALYSIS FILES	New	EVT+5	DEST

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
<b>465-MILITARY AFFAIRS</b>					
/900/	EMERGENCY GOVERNMENT				
223	00057000.	RADIOLOGICAL EMERGENCY PROTECTION ANNUAL LETTER OF CERTIFICATION	Amendment	EVT+8	DEST
<b>485-VETERANS AFFAIRS</b>					
/001/	VETERANS BENEFITS - VETERANS BENEFITS RESOURCE CENTER				
224	00120000.	REQUESTS FOR RELEASE AND/OR DISCUSSION OF VETERANS RECORDS	Amendment	CR+7	DEST
<b>505-ADMINISTRATION</b>					
/110/	OFFICE OF THE SECRETARY				
225	00005A00.	OFFICE OF LEGAL COUNSEL OPINION FILES	Amendment	CR+50	SHSW
		Confidential / Access Protected citations revised.			
226	00360000.	OFFICE OF LEGAL COUNSEL - REAL ESTATE FILES	Amendment	EVT+5	DEST
		Confidential / Access Protected citations and event & retention revised.			
227	00403000.	RELOCATION CASE FILES	New	EVT+5	DEST
/311/	GAMING COMMISSION				
228	00041000.	APPLICATION FOR RACETRACK LICENSE	Amendment	EVT+30	SHSW
229	00047000.	BINGO LICENSING CASE FILES	Amendment	CR+4	DEST
230	00055000.	NEGOTIATION MATERIALS	Amendment	PERM	PERM
231	00384000.	DATA COLLECTION SYSTEM RECORDS	Amendment	EVT+3	DEST
232	00385000.	TRIBAL FILES	Amendment	CR+7	DEST
233	00386000.	GAMING - RELATED CONTRACTOR INFORMATION	Amendment	EVT+20	DEST
		Event revised.			
234	00387000.	DATA COLLECTION SYSTEM RECORDS - ONEIDA NATION	New	EVT+1	DEST
235	00400000.	SECURITY INVESTIGATION FILES	New	EVT+10	DEST
236	00402000.	RAFFLE LICENSE FILES	New	CR+4	DEST
237	00404000.	DATA COLLECTION SYSTEM REPORTS	New	EVT+10	DEST
/324/	FEDERAL PROPERTY				
238	00033000.	TRANSFER RECORDS	Amendment	EVT+5	DEST
239	00034000.	CUSTOMER RECORDS	Amendment	EVT+5	DEST
240	00035000.	DIRECTOR'S FILE	Amendment	EVT+5	SHSW
		Description revised.			
241	00194000.	ELIGIBILITY RECORDS	Amendment	EVT+5	DEST

Agency Name and #			Request *	Retention	Disposition *
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Index #	RDA #	RDA Title	(* see Legend on last page)		
/400/	FACILITIES DEVELOPMENT				
242	00311000.	CENTRAL PLANT FUEL REQUESTS	Renewal	CR+1	DEST
/475/	DISTRICT ATTORNEY ADMINISTRATION				
243	00149000.	STATE PROSECUTOR'S CORRESPONDENCE	Amendment	CR+2	DEST
244	00312000.	STATE PROSECUTOR'S OFFICIAL MEMORANDA AND LEGAL OPINIONS	Amendment	CR+20	SHSW
/800/	FACILITIES MANAGEMENT				
245	00383A00.	STATE CAPITOL AND EXECUTIVE RESIDENCE BOARD (SCERB) MINUTES	Renewal	CR+50	SHSW
/875/	CAPITOL POLICE				
246	00170A00.	AUDIO / VISUAL RECORDED INTERVIEWS	Amendment	CR+6 MOS	DEST
		Confidential / Access Protected citations revised.			
247	00171000.	CAPITAL POLICE DISPATCH LOGS	Amendment	CR+7	DEST
		Confidential / Access Protected citations revised.			
248	00256000.	POLICE TELEPHONE LINE TAPE RECORDINGS	Amendment	CR+120 DAYS	DEST
		Confidential / Access Protected citations revised.			
249	00382000.	BUILDING ACCESS CARD ACCESS AND ALARM SYSTEM	Amendment	CR+10	DEST
		Confidential / Access Protected citations revised.			
<b>515-EMPLOYEE TRUST FUNDS</b>					
/700/	ETF DEPARTMENT RECORDS				
250	00092000.	PROPOSALS AND CONTRACTS - EMPLOYEE REIMBURSEMENT ACCOUNT PROGRAM	Amendment	EVT+10	DEST
		Event revised.			
251	00100000.	PROPOSALS AND CONTRACTS - LIFE INSURANCE PROGRAM	Amendment	EVT+10	DEST
252	00102000.	APPEAL AND LEGAL PROCEEDING DOCUMENTS	Amendment	EVT+25	DEST
253	00114A00.	LIFE INSURANCE DEATH AND DISABILITY CLAIM FILES	Amendment	EVT+10	DEST
254	00117A00.	LIFE INSURANCE UNDERWRITING FILES AND EVIDENCE OF INSURABILITY FILES	Amendment	EVT+10	DEST
255	00138000.	LIFE INSURANCE BILLING FILES	Amendment	CR+7	DEST
256	00139000.	LIFE INSURANCE ANNUAL RENEWAL CENSUS FILES	Amendment	CR+7	DEST
<b>765-032-LEG REFERENCE BUREAU</b>					
/765-032/	LEGISLATIVE REFERENCE BUREAU				
257	00001000.	DRAFTING RECORDS	Amendment	PERM	PERM

\*\* This index is a summary of Records Series submissions for this quarter.  
State agency record series' can be viewed on the Public Records Board website.

Agency Name and #			Request *	Retention	Disposition *
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## COUNTIES AND OTHER LOCAL UNITS OF GOVERNMENT

Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

## MUNICIPALITIES

/013251/	CITY OF MADISON				
/77/	HEALTH				
258	PH000012.	PUBLIC HEALTH MERGER AND FACILITY PLANNING	Amendment	EVT+7	SHSW
/041251/	CITY OF MILWAUKEE				
259	18-0002	FISCAL POLICIES, PROCEDURES, AND MANUALS	New	EVT+1	TRANS OTHER
260	18-0003	ROUTINE STATUS AND ACTIVITY REPORTS	New	EVT+1	DEST
261	73-0298	AUDIT REPORTS - FINAL AND DEPARTMENT RESPONSES	Renewal	CR+10	TRANS OTHER
262	18-0004	AUDIT WORK PAPERS AND SUPPORTING DOCUMENTATION	New	CR+7	DEST
263	18-0005	RECONCILIATION WORKING DOCUMENTS	New	CR+7	DEST
264	85-0157	COMPREHENSIVE ANNUAL FINANCIAL REPORT	Amendment	CR+3	TRANS OTHER
265	18-0006	CITY BUDGET (FINAL AND PROPOSED)	New	CR+3	TRANS OTHER
266	93-0004	DEPARTMENT BUDGET REVIEW SUMMARIES	Amendment	EVT+4	TRANS OTHER
267	18-0007	DEPARTMENTAL BUDGET AND APPROPRIATION REQUESTS	New	EVT+7	DEST
268	02-0016	ACCOUNTS PAYABLE	Amendment	FIS+8	DEST
269	18-0008	ACCOUNTS RECEIVABLE	New	FIS+8	DEST
270	02-0017	INTERDEPARTMENTAL REQUISITIONS AND INVOICES (IRIS)	Amendment	FIS+7	DEST
271	18-0009	CREDIT CARD RECEIPTS AND OTHER INFORMATION RECEIVED FROM SALES	New	EVT+3	DEST
272	18-0010	CASH MANAGEMENT ADMINISTRATIVE RECORDS	New	FIS+7	DEST
273	18-0011	CHECKS (CANCELLED)	New	FIS+7	DEST
274	18-0012	CHECKS (RECEIVED)	New	CR+3	DEST
275	18-0013	REQUEST TO TRANSFER FUNDS	New	FIS+3	DEST
276	18-0014	JOURNAL ENTRIES	New	FIS+15	DEST
277	18-0015	GENERAL LEDGER	New	FIS+1	TRANS OTHER
278	18-0016	CAPITAL AND NON-CAPITAL EQUIPMENT INVENTORIES	New	FIS+4	DEST
279	18-0017	REQUEST FOR DISPOSAL OF SCRAP, SURPLUS, OR OBSOLETE MATERIAL	New	FIS+4	DEST
280	18-0018	TRIAL BALANCE AND TRANSACTION REPORTS	New	FIS+1	TRANS OTHER

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
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/230/	ASSESSOR'S OFFICE				
281	18-0021	PROPERTY TAX EXEMPTION FILED - GRANTED	New	EVT+5	DEST
282	18-0022	PROPERTY TAX EXEMPTION DENIAL FILES	New	FIS+5	DEST
283	18-0023	OBJECTION FILES	New	FIS+7	DEST
284	18-0024	LOW INCOME HOUSING EXEMPT FILES	New	FIS+5	DEST
285	18-0025	IN-REMISSIONS AND STATUS CHANGES FILES	New	FIS+5	DEST
286	58-0057	PERSONAL PROPERTY FILE	Renewal	FIS+4	DEST
/287/	EMPLOYEE'S RETIREMENT SYSTEM				
287	D18-0020	EMPLOYEE WAGE AND CONTRIBUTION REPORTING	New	EVT+10	DEST
288	D18-0026	LEGACY CONTRIBUTION REPORTING RECORDS	New	CR+7	TRANS OTHER
289	02-0010	GLOBAL PENSION SETTLEMENT CONSENT FORMS AND REGISTER	Amendment	CR+7	TRANS OTHER
/546/	PUBLIC WORKS/INFRASTRUCTURE				
290	18-0001	INVESTIGATION - CITY ATTORNEY OR POLICE - HOMICIDE	Amendment	EVT+40	DEST
		Event revised.			
291	72-0166	LAND ACQUISITION & VACATION PROCEEDINGS	Amendment	CR+15	TRANS OTHER
292	72-0171	QUARTER SECTIONS - MILWAUKEE COUNTY	Amendment	EVT+2	TRANS OTHER
293	72-0173	OFFICIAL CITY OF MILWAUKEE MAP	Renewal	EVT+1	TRANS OTHER
294	77-0168	REVIEWS - PLANNED DEVELOPMENT, CERTIFIED SURVEY	Amendment	EVT+7	DEST
295	77-0169	CERTIFIED SURVEY MAP CHECK RECORDS	Renewal	EVT+1	DEST
296	78-0047	PLATS AND INDEX	Amendment	EVT+5	TRANS OTHER
297	87-0026	PUBLIC CORRESPONDENCE FILES	Amendment	CR+6	DEST
298	84-0035	INVESTIGATION REPORT, CITY ATTORNEY - NON-HOMICIDE	Renewal	EVT+10	DEST
299	93-0012	ANNEXATIONS AND DETACHMENTS - ORIGINAL DRAWINGS	Amendment	CR+30	TRANS OTHER
300	95-0176	ABSTRACT FILES	Amendment	EVT+5	TRANS OTHER
301	97-0108	BUILDING MOVING PERMIT & OVERSIZED LOAD ROUTES	Renewal	EVT+1	DEST
302	96-0059	DIGGER'S HOTLINE REQUESTS	Renewal	CR+7	DEST
/292-04/	FOX VALLEY TECHNICAL COLLEGE				
303	CHILD100.	CHILD CARE CENTER MEDICAL LOG	Amendment	EVT+1	DEST
		Description and event revised.			

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
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**Request and Disposition Legend**

New: Submission has not been reviewed before

Amendment: Submission has changes from previous version

Renewal: Submission has no changes from previous version

Extension: Sunset date extension request

DEST: Destroy or Destroy Confidential

SHSW: Transfer to Wisconsin Historical Society

UW-TRANS: Transfer to UW Archives

TRANS OTHER: Transfer as noted on submission

PERM: Retain Permanently